Cell phone purchases, leases, services and accessories ordering procedure

UTSA Policies and Procedures

- HOP 9.49 Cellular Phones and Services – approved on August 24, 2017
- Cellular Phones and Service Allowances FMOG – published on July 1, 2017
- Procard Program FMOG – updated September 18, 2017

For purchasing or leasing cell phones, cell phone services and accessories, please use the guide below. All phones and services are required to be under the State of Texas Department of Information Resources (DIR) Contract.

Vendor Selection Justification – Each vendor provides phones and plans that may differ. Identify your minimal need and obtain prices from each company. The DIR contract prices are “not to exceed” so negotiating for a lower price for a phone, same price for a better phone, or same price for a better plan is appropriate. Best practice is to obtain quotes from all four vendors and document your reasoning for selection. Also note that vendor selection can be based on other criteria, such as but not limited to make and model of phone, range of service and customer service.
The Department of Information Resources Contract offers four cell phone companies under contract in that you can select.

1. **AT&T**
   - AT&T Mobility, LLC
   - PO Box 6463
   - Carol Stream, IL 60197.6463
   - Lynsy Inman
   - Li6413@att.com
   - PH: 512-421-5079
   - Mobile: 512-914-0471
   - DIR Contract Number: DIR-TSO-3420

2. **Sprint Solutions**
   - Sprint Communications Company LP
   - PO BOX 4181
   - CAROL STREAM, IL 60197-4181
   - Cris Warrior
   - Cris.Warrior@sprint.com
   - PH: 210-319-4585
   - Mobile: 210-643-6888
   - DIR Contract Number: DIR-TSO-3432

3. **T-Mobile**
   - T-Mobile
   - 12920 SE 38th Street
   - Bellevue, WA 98006
   - Ted Moore
   - ted.moore76@t-mobile.com
   - PH: 512-412-9910
   - DIR Contract Number: DIR-TSO-3416

4. **Verizon**
   - Cellco Partnership dba Verizon Wireless
   - One Verizon Way
   - Basking Ridge, NJ 08920 - 1097
   - Goye Chester
   - goye.chester@vzw.com
   - PH: 210-380-2902
   - DIR Contract Number: DIR-TSO-3415
Requisition Setup

Step 1 – Vendor Selection
Select one of the four vendors on the DIR contract (AT&T, Sprint, T-Mobile, or Verizon). Review the vendor contract links to determine which provides the best overall service. Select Vendor. Note that prices listed are the maximum that the vendor can charge under the contract. Prices and conditions may be negotiable for multiple purchases on the same order.

Step 2 – Requisition Line Setup
There are four different products and services available for the order. Each line begins with the following identifier:

- Cell Phone Purchase
- Cellular Service
- Cell Phone Part Accessories
- Cell Phone Equipment Lease

- **Cell Phone Purchase**
  - Purchasing a cell phone is a “Fixed Amount” and requires receiving. List phone number(s), make, model and other features that pertain to the phone hardware.
    - **Line Example** – Cell Phone Purchase. 210-555-5555. Apple, I-Phone Model X. Enhanced with sensitive touch screen.
  - **NOTE** – Because prices differ by make and model, one line needs to be created for each model to effectively process invoices for the specific unit price.
  - Use account code 63163 for cell phones purchases over $500; receipt required; inventory and enter in INSIGHT
  - Use account code 63144 for cell phones purchases under $500; receipt required; enter in INSIGHT.

- **Cellular Service**
  - Estimate the yearly service costs, include any unexpected additional monthly charges, list time period, and is “Amount Only.”
    - **Line Example** – Monthly Service Plan(s). Unlimited Talk and Data. September 1, 2017 to August 31, 2018
  - **NOTE** – One line on all the units on the same PO is acceptable
  - Use account code 63633 for yearly service costs.

- **Cellular Parts and Accessories**
  - Line is established for current and future use. Used if accessories are needed throughout the year charges and is “Amount Only.”
    - **Line Example** – Parts and Accessories.
  - **NOTE** – One line on all the units on the same PO is acceptable
  - Use account code 63144 for parts and accessories.
• **Cellular Phone Equipment Lease**
  o Leasing equipment is **“Amount Only.”** List equipment identifier (serial number), make, model, other features and time period.
    - **Line Example – Equipment Lease.** Motorola Model Premier 4 Range Extender. S/N 123456. September 1, 2017 to August 31, 2018
  o **NOTE –** Because line is an Amount only, all units regardless of makes and models can be included.
  o Use account code **64042** for leases and enter in INSIGHT.

**Step 3 – List DIR Contract number in the comments in “Internal Comments”**
- **AT&T**
  o DIR Contract Number DIR-TSO-3420
- **Sprint Solutions**
  o DIR Contract Number DIR-TSO-3432
- **T-Mobile**
  o DIR Contract Number DIR-TSO-3416
- **Verizon**
  o DIR Contract Number DIR-TSO-3415

**Step 4 – Complete Exception to Cellular Phone Allowance Form**
Attach completed and approved “Exception to Cellular Phone Allowance Form” to the requisition as an “internal document.” One exception form per purchase order. Multiple exception forms cannot go onto one purchase order.

**Credits – All credits against a PO is processed against the appropriate purchase order line.**
If assistance is needed concerning ordering or cancelations, contact your procurement specialist in Purchasing at ext. 4060.